



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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WILLIAM T FUJIOKA  
Chief Executive Officer

September 16, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## UNIFORM PUBLIC HEARING PROTOCOLS (ALL AFFECTED) (3 VOTES)

### SUBJECT

On August 12, 2008, your Board instructed the Chief Executive Officer (CEO) and the Executive Officer of the Board to develop recommendations towards the adoption of uniform public hearing protocols, as used by your Board, to be applied to all County Commissions.

### IT IS RECOMMENDED THAT YOUR BOARD:

- 1) Approve the attached protocols (Attachment I) relative to the conduct of Commission meetings.
- 2) Instruct the CEO and the Executive Officer of the Board to notify and ensure that all Commissions adhere to these protocols.

### PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On August 12, 2008, your Board directed the CEO and the Executive Officer of the Board to institute the procedure that, as of August 12, 2008, all County Commissions conducting public hearings under Brown Act Rules employ the use of "Speaker Request" Cards as a time management tool.

*"To Enrich Lives Through Effective And Caring Service"*

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The Honorable Board of Supervisors  
September 16, 2008  
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In addition, the CEO and Executive Officer of the Board were directed to return to your Board with recommendations towards the adoption of uniform public hearing protocols, as used by your Board, to be applied to all County Commissions.

The recommended protocols in Attachment I are consistent with the protocols that have been approved by your Board as it relates to the conduct of regular Board meetings. A copy of "Speaker Request" Card currently used for Board meetings is also attached (Attachment II) as a sample for each Commission to be used in developing its own speaker card.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended actions are consistent with the principals of the Countywide Strategic Plan Goal #3 (Organizational Effectiveness) to ensure that the work of the Commissions is conducted in an efficient and effective manner.

### **FISCAL IMPACT**

Not applicable.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer



SACHI A. HAMAI  
Executive Officer

WTF:ES  
SAH:ef

Attachment

**DUTIES AND POWERS OF COMMISSION CHAIR:** The Chair shall possess the powers, and perform the duties prescribed, as follows.

- a. Have general direction over the meeting and assign seats for the use of the members;
  - b. Preserve order and decorum; prevent demonstrations; order removed from the meeting any person whose conduct he/she deems objectionable; and order the meeting room cleared whenever he/she shall deem it necessary (Government Code Section 54957.9, see Appendix);
  - c. Assure that attendants of the public at meetings shall be limited to that number which can be accommodated by the seating facilities regularly maintained therein. No standees shall be permitted;
  - d. Allocate the length of time for public discussion of any matter in advance of such discussion, with the concurrence of the Commission;
  - e. Allocate equal time to opposing sides insofar as possible taking into account the number of persons requesting to be heard on any side;
  - f. Limit the amount of time that a person may address the Commission during a public discussion period in order to accommodate those persons desiring to speak and to facilitate the business of the Commission;
- **REMOVAL FROM COMMISSION MEETINGS.** At the discretion of the Chair or upon vote of the Commission, Chair may order removed from the meeting any person who commits the following acts of disruptive conduct in respect to a regular, adjourned regular or special meeting of the Commission:
    - a. Disorderly, contemptuous or insolent behavior toward the Commission or any member thereof, tending to interrupt the due and orderly course of said meeting;
    - b. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
    - c. Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Commission;
    - d. Any other unlawful interference with the due and orderly course of said meeting; and

Any person so removed shall be excluded from further attendance at the meeting from which he/she has been removed, unless permission to attend is granted upon motion adopted by a majority vote of the Commission.

    - e. In addition, any person so removed on the basis of disruptive conduct described above may not be allowed to address the Commission for up to a maximum of ninety (90) days. The period of prohibition from addressing the Commission will be determined by the Commission Chair, or the Commission upon a vote, based on the number and severity of prior incidents of disruptive conduct.
  - **REQUESTS TO ADDRESS THE COMMISSION ON AN AGENDA ITEM.** A person requesting to address the Commission will be allowed a total of three (3) minutes per meeting. Requests to be heard must be submitted to the Commission staff through the use of an approved "Speaker Request" form before the item is called. Any individual

found to have engaged in disruptive conduct, as defined above, may be prohibited from addressing the Commission at future meetings as set forth above.

Speaker Request forms shall request the following information from the constituent:

- The name of the Board, Commission or Committee
  - Agenda item number to be discussed or Public Comment
  - If the constituent is in favor/opposed to the agenda item
  - Constituent's name
  - Constituent's telephone number (optional)
  - Constituent's address (optional)
  - Name of organization (if applicable)
  - A brief summary of the constituent's position on the matter
- 
- **ADDRESSING THE COMMISSION.** No person shall address the Commission until he/she has first been recognized by the Chair. The decision of the Chair to recognize or not recognize a person may be changed by order of the Commission. All persons addressing the Commission shall give their names for the purpose of the record. The Chair may, in the interest of facilitating the business of the Commission, limit the amount of time which a person may use in addressing the Commission.
  - **USE OF CELL PHONES AND PAGERS DURING COMMISSION MEETINGS.** All pagers and cell phones belonging to the public, press or County personnel must be placed on vibrate mode or be turned off while a Commission meeting is in session.
  - **PUBLIC COMMENT - NON-AGENDA ITEMS.** Notwithstanding any other provision of these rules, members of the public shall have the right to address the Commission on items of interest which are within the subject matter jurisdiction of the Commission. A person requesting to address the Commission on a non-agenda item will be allowed up to three (3) minutes per meeting. A person addressing the Commission shall avoid personalities on an agenda or non-agenda item. Any individual found to exhibit disruptive conduct, as defined above, may be prohibited from addressing the Commission on agenda items and during public comment at future meetings as set forth above.
  - **ROBERT'S RULES OF ORDER.** The proceedings of the Commission shall be governed by the provisions of law applicable thereto and, except as herein otherwise provided, by Robert's Rules of Order, newly revised. Provided, further, that the failure to follow the Rules of Order or these rules shall not invalidate any action taken.



**REQUEST TO ADDRESS  
THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES**  
SACHI A. HAMAI  
EXECUTIVE OFFICER

AGENDA NO. \_\_\_\_\_

FAVOR

☐

OPPOSE

☐PUBLIC COMMENT  
AGENDA ITEM☐

OTHER

☐

NAME (PLEASE PRINT)

PHONE NUMBER  
(      )

ADDRESS

(THIS INFORMATION IS OPTIONAL)

NAME OF ORGANIZATION REPRESENTED (IF APPLICABLE)

PLEASE PROVIDE A BRIEF SUMMARY OF YOUR POSITION ON THIS MATTER.

**NOTE:** Pursuant to Section 38 of the Rules of the Board, you are hereby advised that if you are here to address the Board regarding a confidential dependency matter under the supervision of the Department of Children and Family Services, you are not to disclose any case identifying information which is made confidential under the provisions of Welfare and Institutions Code Sections 827 and 10850. You are further advised that such a matter is not within the subject matter jurisdiction of the Board, that it is not within the power of the Board to alter the outcome of a court matter and that because of confidentiality laws, the Board may not comment on any such matter. You are requested to forward your comments in writing to the Director of the Children and Family Services Department, 425 Shatto Place, Los Angeles, CA 90020.

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